

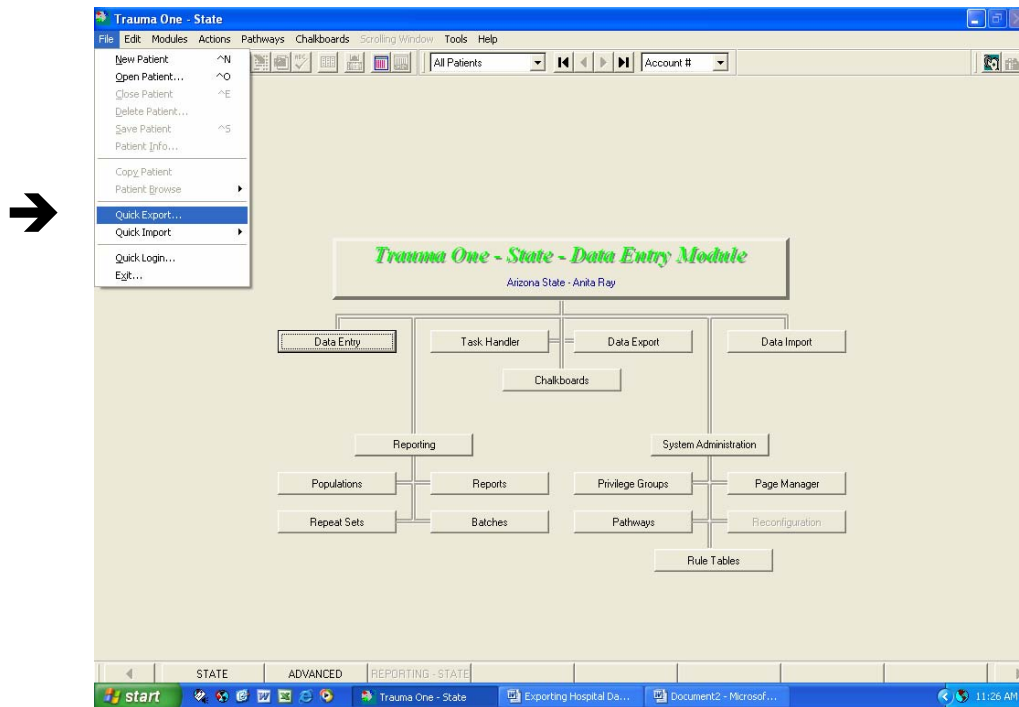
ARIZONA STATE TRAUMA REGISTRY (ASTR)

Data Export Instructions for ASTR Trauma One® Users

Please note: Each Trauma One® system is customized to meet the needs of the facility and therefore your facility's system may not match the State system. The following screen shots and instructions reflect the ASTR Trauma One® system. If your system is different or you have other questions regarding exporting your hospital data, you may contact Lancet technical support at 1-800-5-LANCET or support@lancettechnology.com. For questions regarding the Arizona State Trauma Registry, please contact the Trauma Registry Manager at (602) 542-1245.

Step 1: Log into Trauma One®. From the Data Entry Module, please select “File” from the upper left corner and then select “Quick Export.”

See screen shot 1 below:

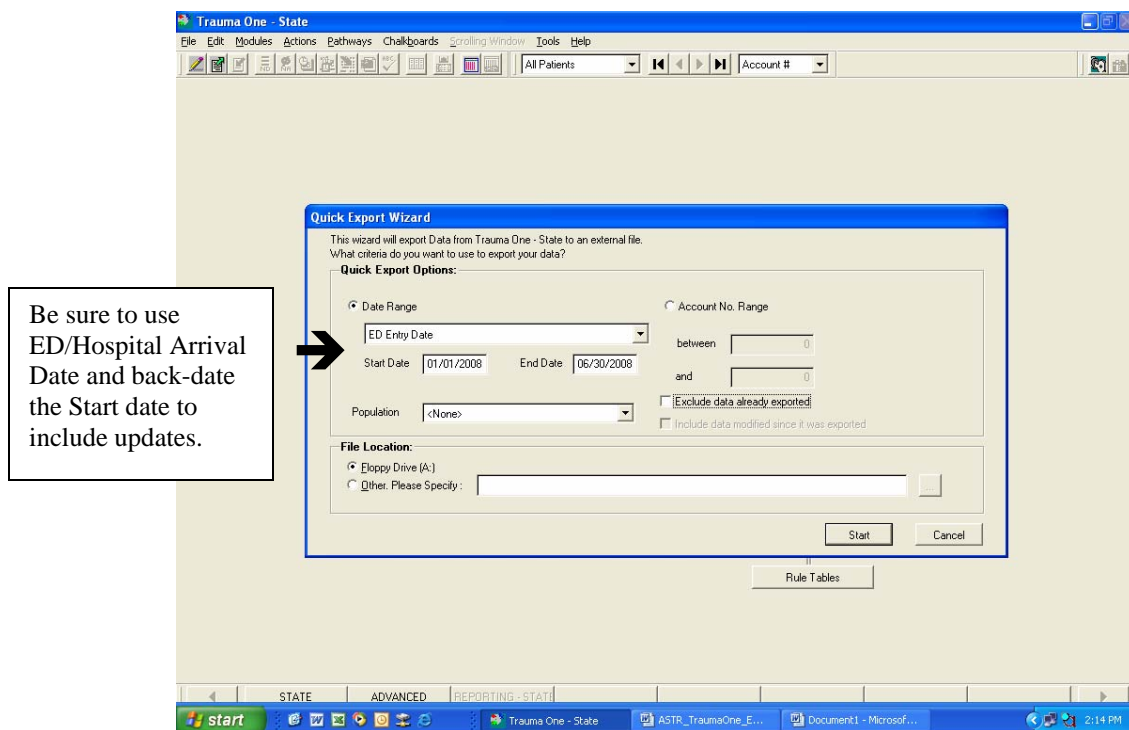


Step 2: The “Quick Export Wizard” dialog box will open up. Under “Date Range” select “ED/Hospital Arrival Date” (may also be called “ED Entry Date”). Then Enter a Start Date and End Date for the case date range that you are trying to export.

Please be sure to select either “ED/Hospital Arrival Date” or “ED Entry Date” from the drop down menu. This is the date that ASTR uses to determine submission due dates and to run state trauma reports. Do not use Admit Date.

Also, please remember to back-date the Start Date to include the previous quarter of data so that updates will be sent to ASTR.

See screen shot 2 below:



The CASE EXPORT DATE RANGE chart has been provided to help you in selecting the date range for export:

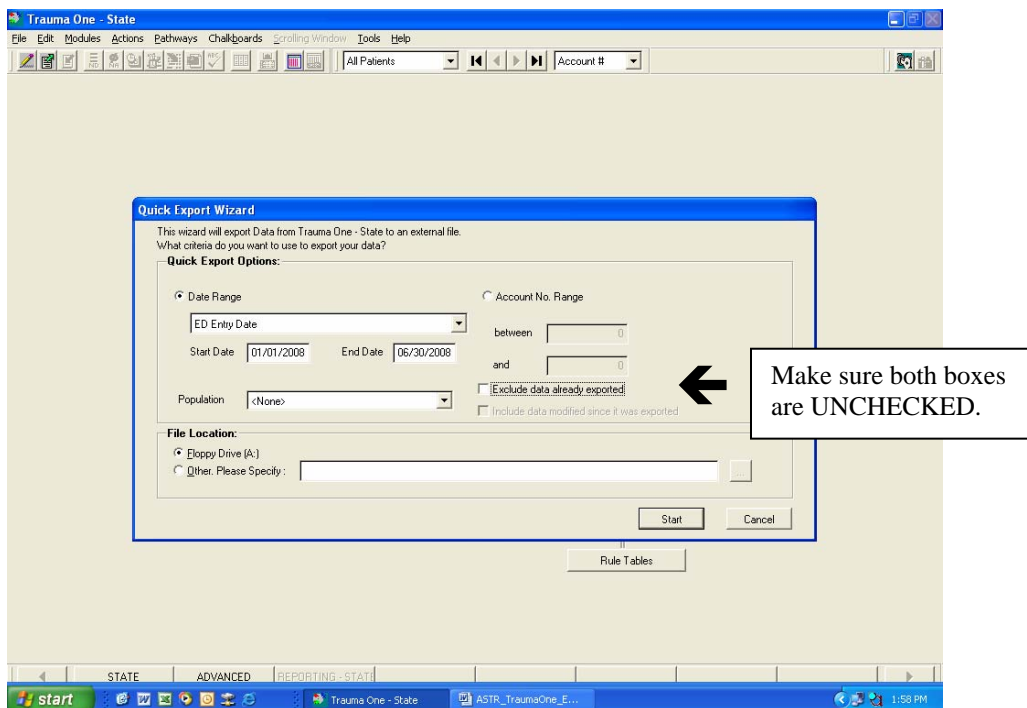
Reporting Quarter	ED/Hospital Arrival Months Due	Due Date to ASTR	Case Export Date Range
2008			
Quarter One	Jan 1 – Mar 31, 2008	July 1, 2008	01/01/08 - 03/31/08
Quarter Two	Apr 1 – June 30, 2008	Oct 1, 2008	01/01/08 - 06/30/08
Quarter Three	July 1 – Sept 30, 2008	Jan 2, 2009	04/01/08 - 09/30/08
Quarter Four	Oct 1 – Dec 31, 2008	Apr 1, 2009	07/01/08 - 12/31/08

Reporting Quarter	ED/Hospital Arrival Months Due	Due Date to ASTR	Case Export Date Range
2009			
Quarter One	Jan 1 – Mar 31, 2009	July 1, 2009	10/01/08 - 03/31/09
Quarter Two	Apr 1 – June 30, 2009	Oct 1, 2009	01/01/09 - 06/30/09
Quarter Three	July 1 – Sept 30, 2009	Jan 2, 2010	04/01/09 - 09/30/09
Quarter Four	Oct 1 – Dec 31, 2009	Apr 1, 2010	07/01/09 - 12/31/09

Step 3: Please make sure the boxes that say “Exclude data already exported” and “Include data modified since it was exported” are NOT checked. **(2008 change)**

Note: If the first box is not checked, the second option will be grayed out. This is correct. When both boxes are unchecked, Trauma One® will export every record to ASTR within the specified date range.

See screen shot 3 below:



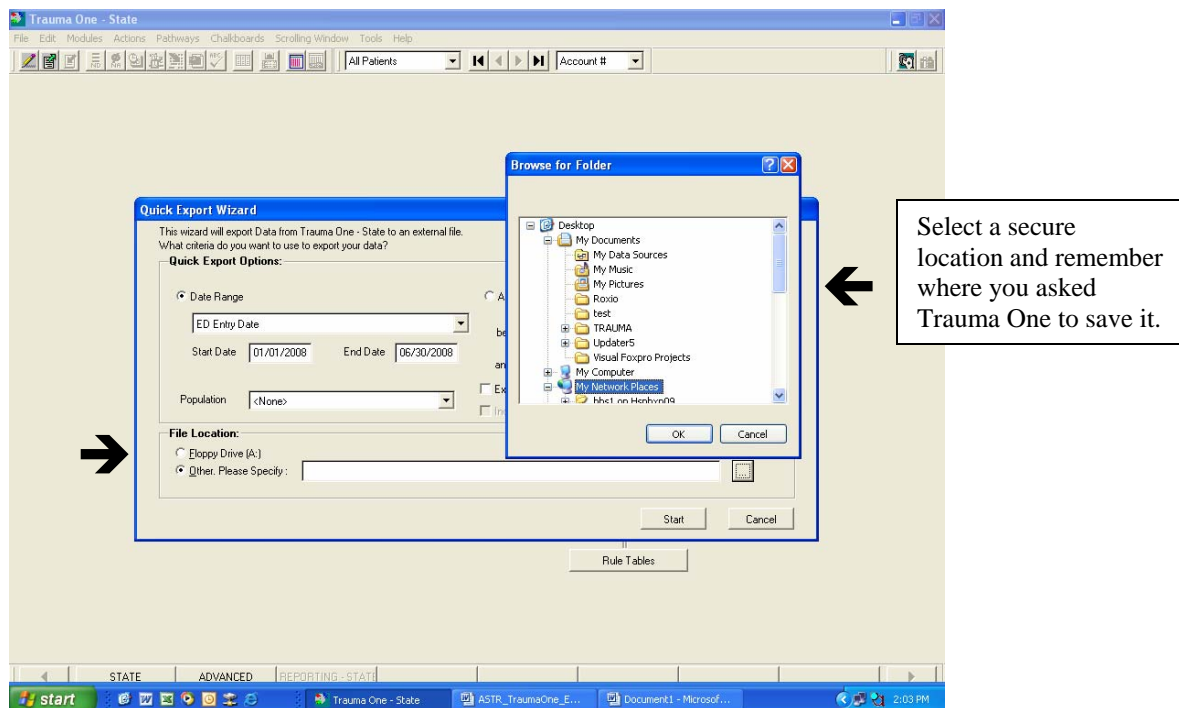
Step 4: Under the “File Location:” please click the “Other. Please Specify:” button. The “Browse for Folder” Box should open up. If it doesn’t automatically open up, select the button to the right labeled “...” and the box should open up.

In the “Browse for Folder” box, please select the folder location where you would like Trauma One® to save the exported data file. Then click the button that says “OK”.

****Please note:** It is very important that you pay attention to where this file is being saved. You will need to go back to this folder to retrieve the file before submitting to ASTR.

Make sure that the folder location you select is a **secure, confidential location on your computer or network drive**, as this data file contains highly confidential information.

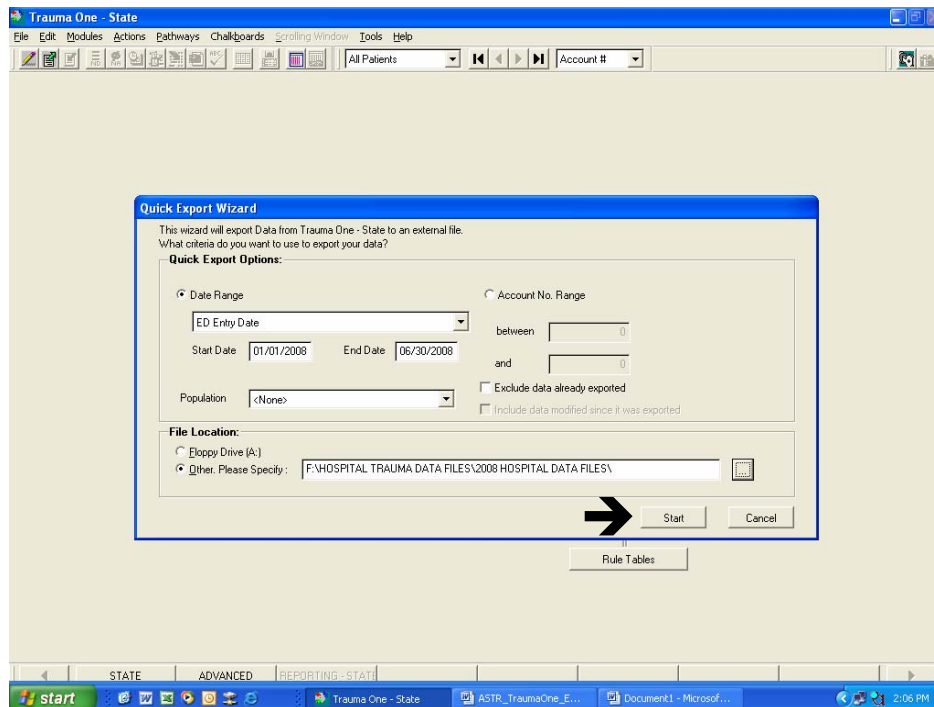
See screen shot 4 below:



Step 5: If you have followed the prior steps correctly, “ED/Hospital Arrival Date” (or “ED Entry Date”) should be selected with the appropriate export date range entered. Both boxes should be unchecked. The location in which you want to save the file should be entered to the right of “Other. Please specify:” and you should pay attention to where Trauma One® is going to export the data file.

Then click “Start” and the system will export the cases and save them in a zip file.

See screen shot 5 below:



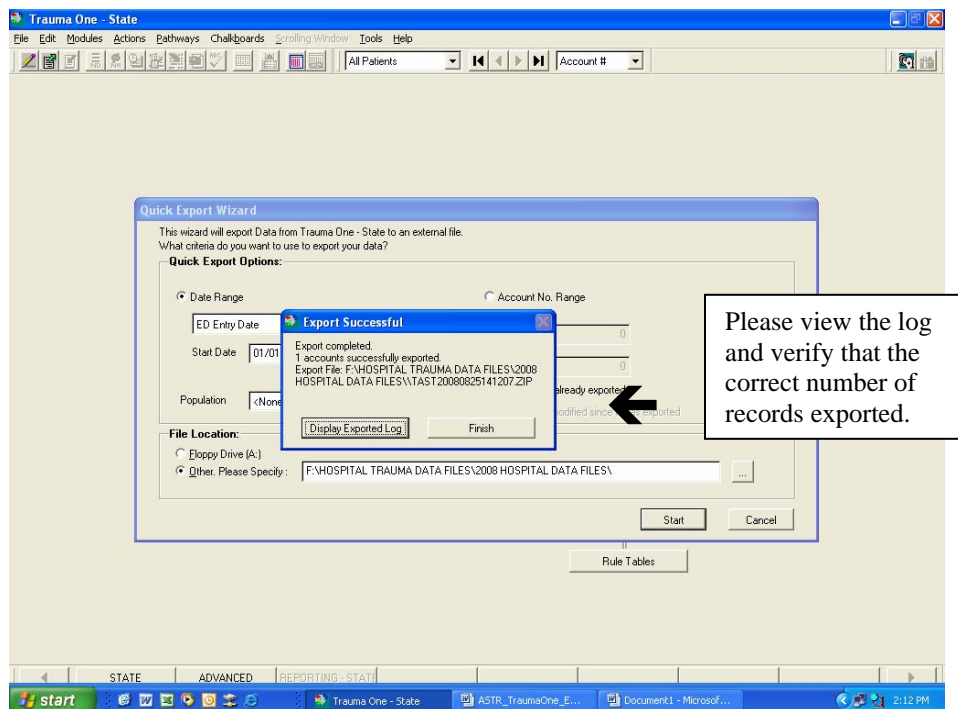
Step 6: Once the export is complete, an “Export Successful” dialog box should open up. From this box, you should choose to “Display Exported Log”.

Verify that the number of exported cases is correct. If the number appears incorrect, please contact Lancet to determine why the export did not run correctly. If the numbers are correct, you have successfully exported the data file.

***IMPORTANT NOTE:** Systems should have a built-in population that will export only the patients with “Yes” entered in the State Patient field. (This field is found at the bottom of the discharge page.) Please confirm that the State Patient field is entered correctly for your facility’s trauma cases before export.

Trauma One® will save the data into a zip file according to the following format: your hospital’s 4 letter ASTR code plus the year, month, date, hour, minute, second of when you ran the export. (Example: tast20080825141207.zip)

See screen shot 6 below:



Step 7: SUBMITTING EXPORTED TRAUMA DATA TO ASTR

Option 1 (preferred)

To submit trauma data using secure file transfer protocol (sftp):

- Export the data according to software instructions.
- Verify that the number of exported cases is correct.
- Log into the sftp software.
- Locate the data export file. (The file should be found in the location where you saved it under Step 4.)
- Copy the data file to your hospital folder on the ADHS sftp server. **Note: Never send a confidential data file by email, as email transfer is not security-protected.**
- Complete a data submission form and save it onto your computer or network drive. Include on the submission form the number of cases being sent to ASTR.
- Email the data submission form to the ASTR Trauma Registry Manager so that your data receipt can be confirmed.

Option 2

To submit trauma data on CD:

- Export the data according to software instructions.
- Verify that the number of exported cases is correct.
- Locate the data export file. (The file should be found in the location where you saved it under Step 4.)
- Burn the file to a CD.
- Complete a data submission form and print it out. Include on the form the number of cases being sent to ASTR.
- Mail the CD and data submission form to ASTR using a courier that requires a signature upon receipt.

The Trauma Registry Manager will import the data file and confirm that the import was successful. The Trauma Registry Manager will sign and date the submission form and will email the form to the reporting hospital as confirmation of data receipt.